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OFFICE OR STAFF			OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page of Pages	
Office of Communications			V	2000/04/14	29 April 1953	P-47	1 of 1	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
Office of Communications			Office of Communications					
Project - [REDACTED]			Project - [REDACTED]					
Outstation - A		25X1A	Outstation - A		25X1A		25X1A2g	
Clerk(Typing)	GS-301-4	[REDACTED]	Adm Clerk(Typ)	GS-301-6	[REDACTED]			
Outstation - B			Outstation - B					
Clerk(Typing)	GS-301-4		Clerk(Typing)	GS-301-5				
Outstation - C			Outstation - C					
Clerk(Typing)	GS-301-4		Adm Clerk(Typ)	GS-301-6				
Project - [REDACTED]			Project - [REDACTED]				25X1A2g	
Clerk(Typing)	GS-301-4		Clerk(Typing)	GS-301-5				
NEW OFFICE TOTALS			APPROVAL					
This change does not affect Office totals or ceiling.			The T/O changes listed above are hereby approved. Please make changes on office until new machine printed T/O page(s) is					
25X1A9a			[REDACTED]			Chief, Class. & Wage Div		

Document No. _____
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS <b>S (C) 89</b>
Next Review Date: _____
Auth. HR 70-3
Date: 21 MAY 1979
By: <b>529745</b>

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~~SECRET~~ CAS-53-146

Security Information

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 28 April 1953

FROM : Chief, Administrative Staff, Office of Communications

25X1A2g SUBJECT: Reclassification of [REDACTED] Positions

1. It is requested that the following positions be upgraded as indicated:

a. Slots #440 <sup>\*</sup>447 and 454 to Administrative Clerk GS-6. These positions must be filled by a male clerk who will perform all the administrative duties and he will be the only clerical person at the outstation.

b. Slot #420 to GS-5. This is in keeping with the responsibilities of the position which is now assisting the analysts in their correlations.

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\* Per conversation with Mr. [REDACTED] Officer of Admin Staff, slot #447 Station B - Gurney is physically located at same point where Officer of Chief Pynt Admin and the Control Station are situated and in as much as the latter component have a separate admin. support unit there is no need for a admin. clerk type position at Station B. Mr. [REDACTED] concurred in CWD's recommendation of that position as clerk (typing) GS-5 level only to perform general clerical duties.

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